



FAI SPORTING LICENSES DB

User Manual

Abstract

The FAI Sporting Licenses DB application main purpose is the management of FAI Sporting Licenses and the provision of the suitable functionality in order to assist Event Organizers in verifying the validity of FAI Sporting Licenses and the NACs in managing their Sporting Licenses.

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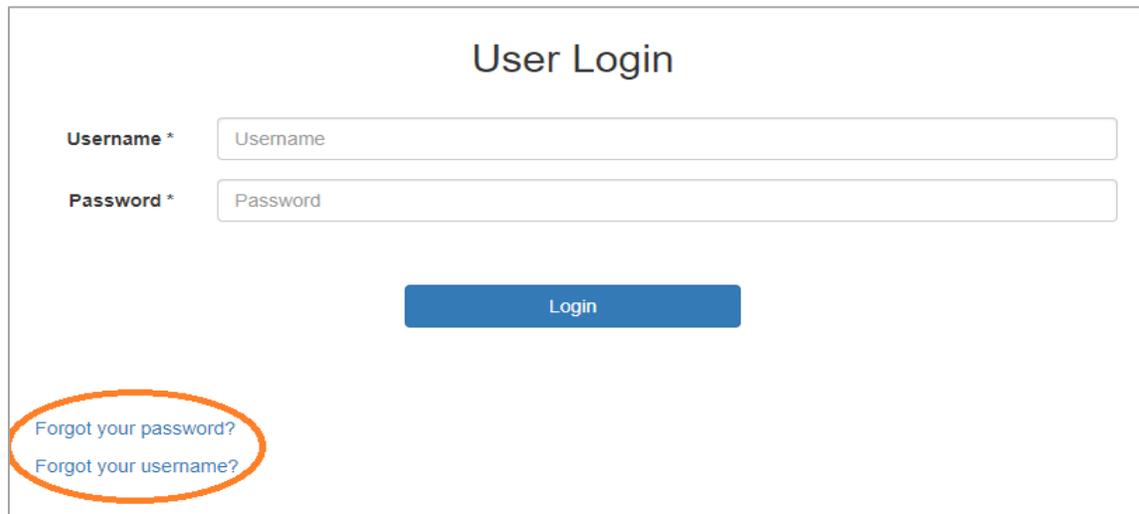
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1. Introduction

The updated version of FAI Sporting Licenses Database has improved considerably from the previous one. A number of new features have been developed and integrated. These new features are notably intended to assist Event Organizers in verifying the validity of FAI Sporting Licenses and the NACs in managing their Sporting Licenses. They also offer functionalities for the NACs to issue licenses using their own design.

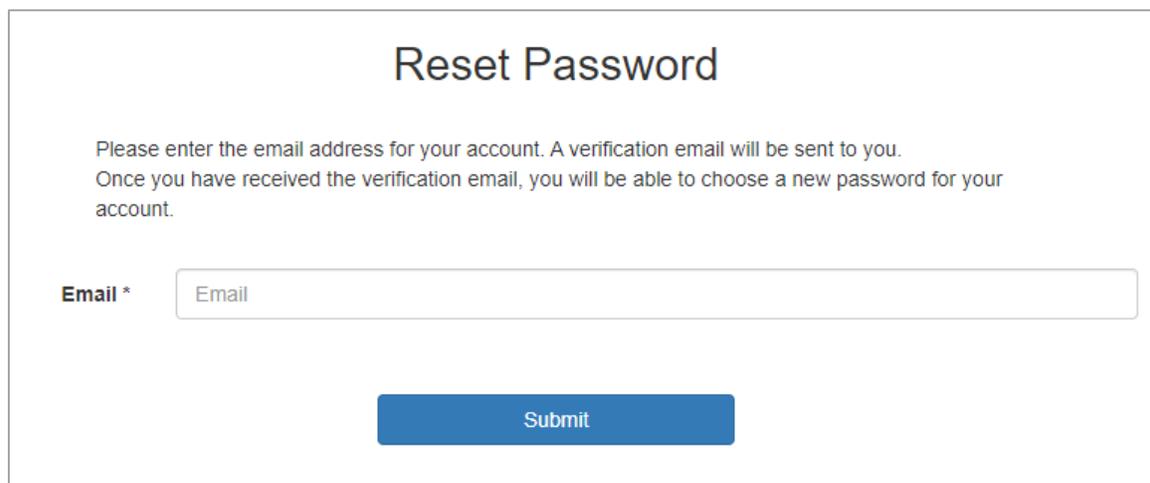
2. The system

The FAI Sporting Licenses Databases can be accessed from <https://extranet.fai.org/> using the credentials provided by FAI.



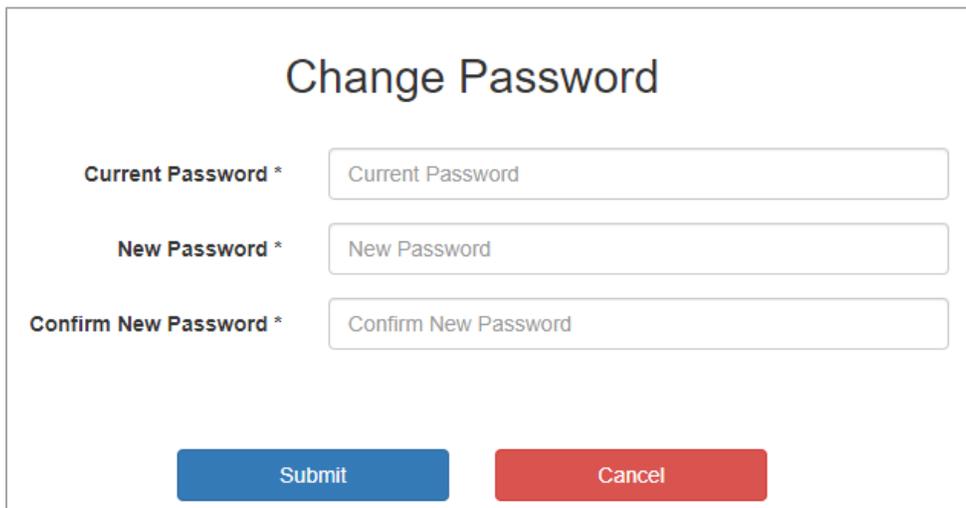
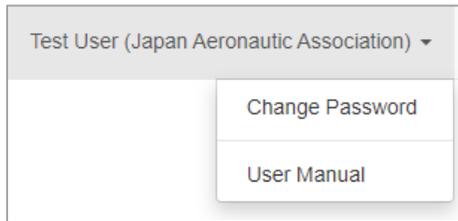
The image shows a 'User Login' form. It has a title 'User Login' at the top center. Below the title, there are two input fields: 'Username *' and 'Password *'. Each field has a placeholder text 'Username' and 'Password' respectively. Below these fields is a blue button labeled 'Login'. At the bottom left of the form, there are two links: 'Forgot your password?' and 'Forgot your username?'. These links are circled in orange.

If the username and/or the password are lost, then it can be retrieved using the email address registered for the user by selecting the corresponding links under the login form.

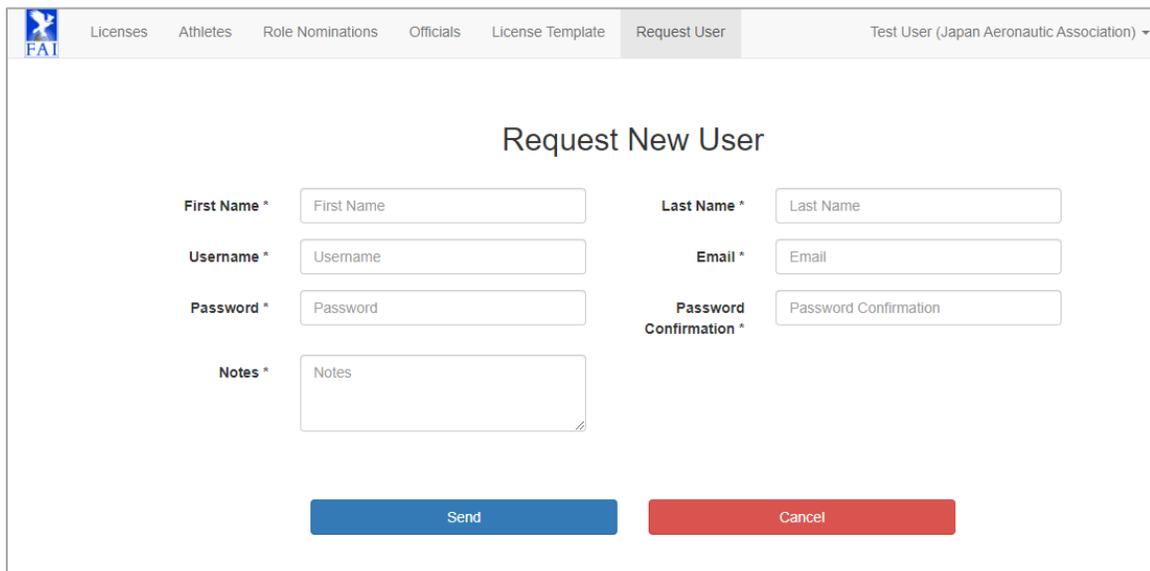


The image shows a 'Reset Password' form. It has a title 'Reset Password' at the top center. Below the title, there is a paragraph of text: 'Please enter the email address for your account. A verification email will be sent to you. Once you have received the verification email, you will be able to choose a new password for your account.' Below this text is an input field labeled 'Email *' with a placeholder text 'Email'. At the bottom center of the form is a blue button labeled 'Submit'.

After the first connection to the new system, the users are able to change their password by selecting the “Change Password” menu, under their NAC’s name at the top right of the screen.

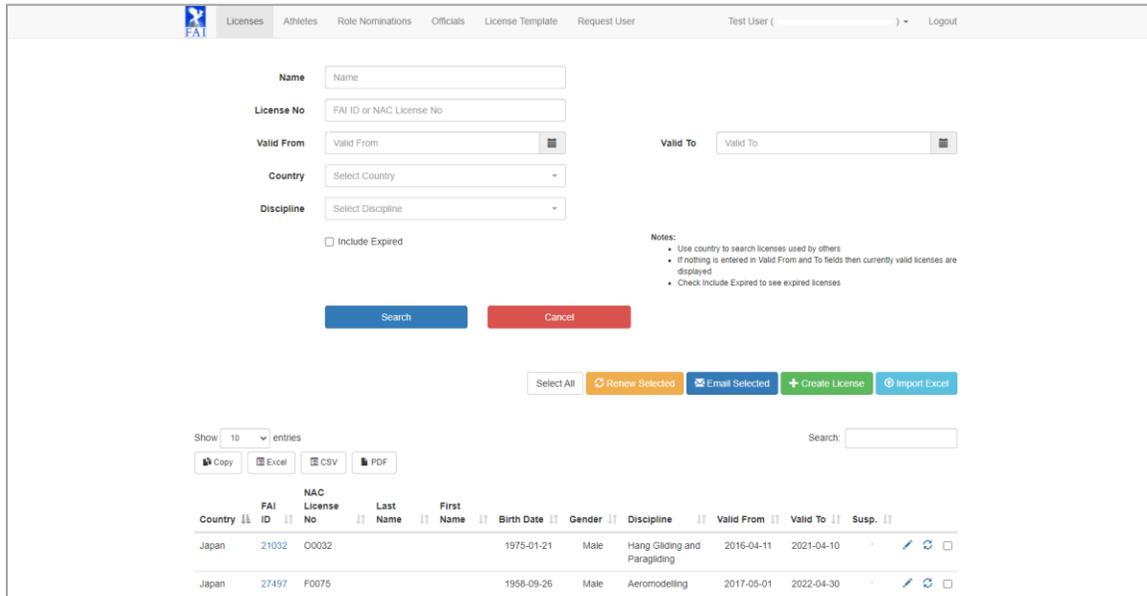
A screenshot of the 'Change Password' form. The form has a title 'Change Password' at the top. Below the title are three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Each field has a placeholder text matching its label. At the bottom of the form are two buttons: a blue 'Submit' button and a red 'Cancel' button.

A user also has the ability to make a request for the creation of a new user by selecting the “Request User” menu.

A screenshot of the 'Request New User' form. The form is part of a web application with a navigation bar at the top containing 'Licenses', 'Athletes', 'Role Nominations', 'Officials', 'License Template', 'Request User', and 'Test User (Japan Aeronautic Association)'. The form has a title 'Request New User' and several input fields: 'First Name *', 'Last Name *', 'Username *', 'Email *', 'Password *', 'Password Confirmation *', and 'Notes *'. Each field has a placeholder text. At the bottom of the form are two buttons: a blue 'Send' button and a red 'Cancel' button.

3. Sporting Licenses

Sporting licenses can be searched, created, edited and renewed from the “Licenses” top menu.



3.1. Querying the Database

By default, the results of a search only display currently valid licenses for the user’s country. There are a number of search options for the user to use. Entering the “Valid from” and “Valid to” fields is a way to limit the search to licenses which are valid during a certain period of time. If nothing is entered in the fields then the system lists the currently valid licenses (i.e. today) based on the other search criteria. It is also possible to see expired licenses by checking the dedicated checkbox. Expired licenses are indicated by a red color. Users can also search licenses issued by others. However, the information is then limited to what appears on the sporting licenses.

There is also a smaller search engine in the page that automatically searches the visible fields of the table.

Search:

By clicking on the license number of the pilot the user can see an electronic version of the actual sporting license.

FAI Sporting License – User Manual

FAI Licenses Athletes Role Nominations Officials License Template Request User Test User () Logout

Name:

License No:

Valid From:

Valid To:

Country:

Discipline:

Include Expired

Notes:

- Use country to search licenses used by others
- If nothing is entered in Valid From and To fields then currently valid licenses are displayed
- Check Include Expired to see expired licenses

Show 10 entries Search:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.
Iceland	86014				1998-06-10	Male	Hang Gliding and Paragliding	2018-04-12	2018-12-31	.
Iceland	62677				1989-02-22	Female	Hang Gliding and Paragliding	2018-01-02	2018-12-31	.
Iceland	28853				1960-05-24	Male	Hang Gliding and Paragliding	2018-04-12	2018-12-31	.
Iceland	84022				1982-04-30	Male	Hang Gliding and Paragliding	2018-02-11	2018-12-31	.



Sporting License - 62677
Hang Gliding and Paragliding (2018-12-31)

Icelandic Aeronautical Association

Last Name: Sveinsdottir
 First Name: Agusta Yr
 Country: Iceland
 Gender: Female

I acknowledge that I know and understand the FAI Sporting Code and I agree to abide by it.

Signature of holder: _____
 Authorised NAC Official: _____

This sporting license was issued in accordance with FAI Sporting Code General Section

3.2. Editing Licenses

A user can edit a license in order to correct errors, add, update and/or change relevant information like dates or pictures of, for example, athletes. In order to change the personal data of the athlete the user should click the “Edit Athlete” link. Please beware that if changes are made in the database, then the physical license held by the athlete will/might be different.

Show 10 entries Search:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.	
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10		  <input type="checkbox"/>
Japan						Male	Aeromodelling	2017-05-01	2022-04-30		  <input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08		  <input type="checkbox"/>
Japan						Male	Aeromodelling	2018-01-07	2023-01-06		  <input type="checkbox"/>
Japan						Male	Aeromodelling	2018-02-13	2023-02-12		  <input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25		  <input type="checkbox"/>
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28		  <input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-10-03	2021-10-02		  <input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-09-25	2022-09-24		  <input type="checkbox"/>
Japan						Male	Aeromodelling	2016-05-16	2021-05-15		  <input type="checkbox"/>

Showing 1 to 10 of 211 entries

License

License Information

FAI ID **NAC License No ***
Date Issued *  **Valid Until *** 
Discipline *  **Suspended**

Athlete's Information [Edit Athlete](#)

First Name **Last Name**
Gender **Birth Date**
Email No picture available

3.3. Renewing Licenses

Licenses can be renewed either individually one-by-one or in multiples with one action.

3.3.1. Single license:

A single license is renewed by finding the current license and clicking the “renew” button . Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the license is renewed. Email options are explained in a separate section (3.7).

Show entries Search:

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.	
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2017-05-01	2022-04-30	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2018-01-07	2023-01-06	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2018-02-13	2023-02-12	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25	.	<input type="checkbox"/>
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-10-03	2021-10-02	.	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-09-25	2022-09-24	.	<input type="checkbox"/>
Japan						Male	Aeromodelling	2016-05-16	2021-05-15	.	<input type="checkbox"/>

Showing 1 to 10 of 211 entries

Renew Licenses ✕

Valid Until

Mail Licenses to Athletes

3.3.2. Multiple licenses:



The “Renew Selected” button is intended to update multiple licenses in one operation. Once the search criteria are defined and the results list is displayed, the user can select the licenses to be renewed by using the “Select all” and/or “Deselect all” buttons and by checking single licenses to be included or not in the renewal list.

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Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10	<input checked="" type="checkbox"/>
Japan						Male	Aeromodelling	2017-05-01	2022-04-30	<input checked="" type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08	<input checked="" type="checkbox"/>
Japan						Male	Aeromodelling	2018-01-07	2023-01-06	<input checked="" type="checkbox"/>
Japan						Male	Aeromodelling	2018-02-13	2023-02-12	<input checked="" type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25	<input type="checkbox"/>
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2016-10-03	2021-10-02	<input type="checkbox"/>
Japan						Male	Hang Gliding and Paragliding	2017-09-25	2022-09-24	<input type="checkbox"/>
Japan						Male	Aeromodelling	2016-05-16	2021-05-15	<input type="checkbox"/>

Once the licenses to be renewed are checked, the “Renew Selected” button has to be clicked. Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the license is renewed. Email options are explained in a separate section (3.7).

Renew Licenses

Valid Until

Valid Until

Mail Licenses to Athletes

OK CANCEL

3.4. Creating Licenses

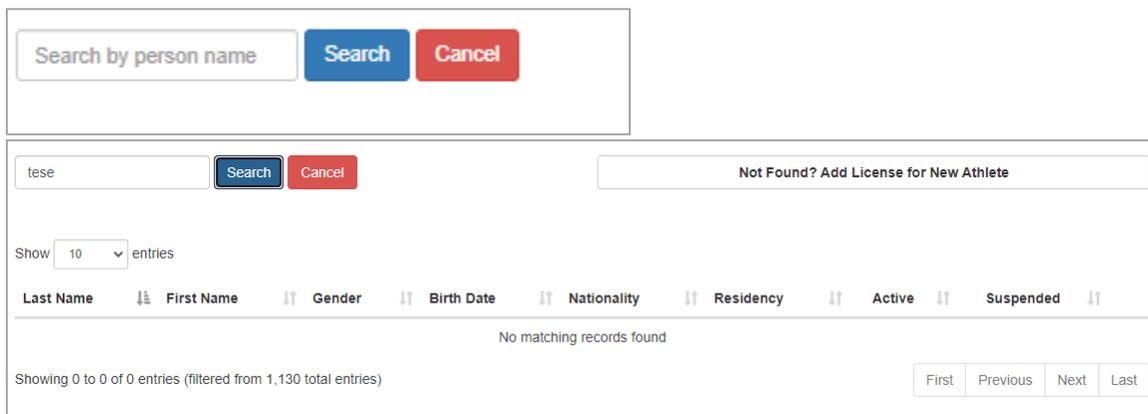
Licenses can be created either individually or in multiples by importing an Excel sheet. In both cases licenses can only be created by the NACs for their own athletes and not for other countries.

Before creating a license, it is really important to first check if the athlete is already registered in the system. In some cases, an athlete might already have a sporting license from another country. For that reason, the name of the athlete must be carefully spelled.

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user.

3.4.1. Single license:

To create a license, click the “Create License” button . Then the system requests the name of the athlete to be typed.



The screenshot shows a search interface. At the top, there is a search bar with the text "Search by person name" and two buttons: "Search" (blue) and "Cancel" (red). Below this, there is a search bar containing the text "tese" and "Search" and "Cancel" buttons. To the right of the search bar, there is a button that says "Not Found? Add License for New Athlete". Below the search bar, there is a dropdown menu for "Show" with "10" selected and "entries" next to it. Below the dropdown menu, there is a table with the following columns: "Last Name", "First Name", "Gender", "Birth Date", "Nationality", "Residency", "Active", and "Suspended". The table is empty and contains the text "No matching records found". At the bottom of the table, there is a status bar that says "Showing 0 to 0 of 0 entries (filtered from 1,130 total entries)" and four buttons: "First", "Previous", "Next", and "Last".

If an athlete does not already have a sporting license, then one can be created by clicking the “Not found? Add License for New Athlete” button.



When creating a license, the issuing country of the license is defined and cannot be changed. The residence and nationality of the athlete can however be set and changed.

While creating (or editing) a license, a photo of the athlete can be uploaded. It will be visible on the electronic version of the Sporting License and when the license is viewed/checked for validity in the system.

Once all the fields are filled out, the license is created by clicking the “Submit” button.

New License

Personal Data

First Name * <input type="text" value="First Name"/>	Last Name * <input type="text" value="Last Name"/>
Email * <input type="text" value="Email"/>	Middle Name <input type="text" value="Middle Name"/>
Gender * <input type="text" value="Male"/>	Birth Date * <input type="text" value="Birth Date"/>
Nationality * <input type="text" value="Japan"/>	Residency * <input type="text" value="Japan"/>
Athlete Scoring ID <input type="text" value="Athlete Scoring ID"/>	Picture <input type="button" value="Choose File"/> No file chosen

Contact Details

Street <input type="text" value="Street"/>	Zip <input type="text" value="Zip"/>
Phone <input type="text" value="Phone"/>	Job Phone <input type="text" value="Job Phone"/>
Mobile <input type="text" value="Mobile"/>	Email * <input type="text" value="Email"/>
Skype <input type="text" value="Skype"/>	
Contact <input type="text" value="Contact"/>	
Comments <input type="text" value="Comments"/>	

License Information

NAC License No * <input type="text" value="NAC License No"/>	Valid Until * <input type="text" value="Valid Until"/>
Date Issued * <input type="text" value="2020-03-12"/>	Suspended <input type="checkbox"/>
Discipline * <input type="text" value="Aerobatics"/>	

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user.

If an athlete’s last license was delivered by another country, then the last issuer will receive a notification email about a new sporting license being issued by a new country for this athlete.

3.4.2. Multiple licenses:

In order to create multiple sporting licenses, the data must first be compiled in an Excel sheet based on the template accessible by clicking on the “Excel” button.

Country	FAI ID	NAC License No	Last Name	First Name	Birth Date	Gender	Discipline	Valid From	Valid To	Susp.
Japan						Male	Hang Gliding and Paragliding	2016-04-11	2021-04-10	
Japan						Male	Aeromodelling	2017-05-01	2022-04-30	
Japan						Male	Hang Gliding and Paragliding	2017-02-09	2022-02-08	
Japan						Male	Aeromodelling	2018-01-07	2023-01-06	
Japan						Male	Aeromodelling	2018-02-13	2023-02-12	
Japan						Male	Hang Gliding and Paragliding	2016-09-26	2021-09-25	
Japan						Female	Hang Gliding and Paragliding	2017-08-29	2022-08-28	

The first column of the Excel sheet contains the FAI ID which is attributed when you import the document. This column stays empty when creating new sporting licenses. The “Valid From” column can stay empty as well. The issue date is the day on which the file is uploaded.

FAI ID	NAC License No	Valid From	Valid To	Discipline	First Name	Last Name	Gender	Birth Date	Nationality	Residency	Street	Zip	Country	Email	Phone	Job Phone	Mobile
		2016-04-11	2021-04-10	Hang Gliding and Paragliding			M	1975-01-21	JPN	JPN			JPN				
		2017-05-16	2022-05-15	Ballooning			M	1991-01-29	JPN	JPN			JPN				
		2017-02-10	2022-02-09	Hang Gliding and Paragliding			M	1967-02-13	JPN	JPN			JPN				
		2018-01-09	2023-01-08	Hang Gliding and Paragliding			F	1971-11-15	JPN	JPN			JPN				
		2018-02-18	2023-02-17	Ballooning			F	1965-02-27	JPN	JPN			JPN				
		2016-09-27	2021-09-26	Aeromodelling			p	1971-12-08	JPNy	JPN			JPN				
		2017-09-04	2022-09-03	Hang Gliding and Paragliding			M	1982-12-21	JPN	JPN			JPN				

Once the Excel sheet is filled out with all the relevant information and saved, it can be imported into the system by clicking on the “Import Excel” button.



The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the

user . The user will then have the ability to correct these errors through the form and click

the save button for revalidation . For example, if the discipline is not correct a dropdown list with the available disciplines will be displayed. The user will then be able to select the correct discipline and click the save button for revalidation.

Uploaded Data Import row Save corrections and validate Delete

No.	Errors	Athlete	FAI License No	NAC License No	Valid From	Valid To	Discipline
4	Insert a valid email <input type="text" value="Email"/>	Did you mean: ● (1959-11-30), Japan			2014-09-01	2019-08-31	Hang Gliding and Paragliding
5					2018-04-16	2023-04-15	Hang Gliding and Paragliding
6		Did you mean: ● (1977-09-07), Japan ● (1958-01-16), Japan			2014-12-11	2019-12-10	Gliding
7		(1961-09-30), United States of America			2018-05-01	2019-05-31	General Aviation

Showing 1 to 4 of 4 entries

In case of a valid entry  the user can import the license by clicking the “Import row” button. 

Uploaded Data Import row Save corrections and validate Delete

No.	Errors	Athlete	FAI License No	NAC License No	Valid From	Valid To	Discipline
4	Insert a valid email <input type="text" value="Email"/>	Did you mean: ● (1959-11-30), Japan			2014-09-01	2019-08-31	Hang Gliding and Paragliding
5					2018-04-16	2023-04-15	Hang Gliding and Paragliding
6		Did you mean: ● (1977-09-07), Japan ● (1958-01-16), Japan			2014-12-11	2019-12-10	Gliding
7		(1961-09-30), United States of America			2018-05-01	2019-05-31	General Aviation

Showing 1 to 4 of 4 entries

3.5. Athletes

Through the athletes’ top bar menu users can see and edit athletes that belong in this specific NAC. They can also change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

Last Name	First Name	Gender	Email	Birth Date	Nationality	Active	Suspended
		Male		1964-06-15	Japan	✓	-
		Male		1949-06-14	Japan	✓	-
		Male		1963-11-15	Japan	✓	-
		Male		1987-09-03	Japan	✓	-
		Male		1968-05-08	Austria	✓	-

Showing 1,091 to 1,095 of 1,095 entries

First Previous 1 ... 106 107 108 109 110 Next Last

Show entries

The fields that should be filled when editing an athlete are presented below. Fields marked with an asterisk (*) are mandatory.

Athlete's Information

Personal Data

First Name *
Last Name *
Email *
Middle Name
Gender *
Birth Date *
Nationality *
Residency *
Athlete Scoring ID
Picture No file chosen

Contact Details

Street
Zip
Phone
Job Phone
Mobile
Skype
Email *
Contact
Comments

3.6. License Template

The system enables the user to issue sporting licenses in electronic format. A QR code is created for each license and can be read by any internet connected device capable of scanning QR codes.

The design of the licenses can vary according to the options that may be chosen:

- The default template
- The default template with the NAC overlay including Name/address and Logo
- Own design of Sporting License template

The default template, designed by FAI comprises of a front and a back side on which the relevant information regarding the license holder appears. When the default template is used without any overlay, then the name and the country flag of the issuer are shown as follows:



The user can create its own overlay to replace the name and the flag on the default template. The overlay must be an image (size 1004x167 pixels in .png format) which can be uploaded and added through the “License Template” top bar menu.

This operation can be repeated until the desired positions, dimensions and final aspect are achieved for both sides of the template.

NAC Logo				
Add/Change Logo	<input type="button" value="Choose File"/> No file chosen			
Frontside Background				
Add/Change Background	<input type="button" value="Choose File"/> No file chosen			
Backside Background				
Add/Change Background	<input type="button" value="Choose File"/> No file chosen			
Overlay				
Add/Change Overlay	<input type="button" value="Choose File"/> No file chosen			
Athlete Photo				
Width	<input type="text" value="90"/>	Height	<input type="text" value="120"/>	
Status	<input type="text" value="Show"/>			
QR Code				
Width	<input type="text" value="200"/>	Height	<input type="text" value="200"/>	
Status	<input type="text" value="Show"/>			
Last Name				
Align	<input type="text" value="Center"/>	Font	<input type="text" value="Arial, Helvetica, sans-serif"/>	
Font Size	<input type="text" value="18"/>	Font Color	<input type="text" value="#074477"/>	
Status	<input type="text" value="Show"/>			
First Name				
Align	<input type="text" value="Left"/>	Font	<input type="text" value="Arial, Helvetica, sans-serif"/>	
Font Size	<input type="text" value="14"/>	Font Color	<input type="text" value="#074477"/>	
Status	<input type="text" value="Show"/>			
Country				
Align	<input type="text" value="Left"/>	Font	<input type="text" value="Arial, Helvetica, sans-serif"/>	
Font Size	<input type="text" value="14"/>	Font Color	<input type="text" value="#074477"/>	
Status	<input type="text" value="Show"/>			
Gender				
Align	<input type="text" value="Left"/>	Font	<input type="text" value="Arial, Helvetica, sans-serif"/>	
Font Size	<input type="text" value="14"/>	Font Color	<input type="text" value="#074477"/>	
Status	<input type="text" value="Show"/>			
<input type="button" value="Submit"/>		<input type="button" value="Delete"/>		<input type="button" value="Cancel"/>

3.7. Email Options

The system also offers email functions that enable the user to send sporting licenses to athletes in electronic format. It is only possible when athletes have a registered email address in the data base.

When the email option is selected, either in the case of an individual license or multiple licenses, a message window comes up.

The screenshot shows the FAI Sporting License system interface. At the top, there are navigation tabs: Licenses, Athletes, Role Nominations, Officials, License Template, Request User, and Test User (Japan Aeronautic Association) with a Logout button. Below the tabs are search filters for Name, License No, Valid From, Valid To, Country, and Discipline. There is also an 'Include Expired' checkbox and a 'Notes' section with instructions. Search buttons 'Search' and 'Cancel' are present. Below the filters are action buttons: 'Select All', 'Renew Selected', 'Email Selected' (circled in orange), 'Create License', and 'Import Excel'. A table below shows a list of licenses with columns for Country, FAI ID, NAC License No, Last Name, First Name, Birth Date, Gender, Discipline, Valid From, Valid To, and Susp. Below the table are options to show 10 entries and buttons for Copy, Excel, CSV, and PDF. An 'Email' window is open, showing a 'Message' field with the placeholder 'Type email body here' and a list of variables: {name} = Recipient's firstname, {surname} = Recipient's surname, and {fullname} = Recipient's fullname. (Same as {firstname} {surname}). At the bottom of the window are 'SEND' and 'CANCEL' buttons.

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A message can be typed in. If nothing is entered, the email body will remain empty but the PDF sporting license will be attached.

For multiple recipients, the {name} and/or {surname} or {fullname} tags can be used in the text so that the name of each athlete appears automatically in the email they receive.

Example:

Dear {fullname}

Please find attached your new Sporting License valid for 2020.

Happy Flying

The Aeroclub

4. CIAM Officials (Judges/Technical Experts)

This application is also intended to simplify the processing concerning FAI CIAM Officials (judges and technical experts) and substitute the use of forms and papers while processed by NAC, FAI office and the Commission. The application's modules are intended for FAI Members (NACs) and Airport Commissions to manage CIAM Officials (judges and technical experts).

Officials are considered to be either Judges or Technical Experts. Under the “Officials” top bar menu users can see all the Officials that belong to their NAC, edit them, change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

Showing 1 to 10 of 27 entries

Last Name	First Name	Gender	Email	Birth Date	Nationality	Active	Suspended
-	-	-	-	-	Japan	✓	-
-	-	Male	-	2018-01-02	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	Male	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-
-	-	-	-	-	Japan	✓	-

In this section users are also able to add a new official (judge or tech expert) by filling the form below. A new official can be added only during a valid nomination period determined by FAI.

4.1. Role Nominations

Under the “Role Nominations” top bar menu the user can access the NACs currently valid officials (through the “Officials” tab) and all nominations’ history (through the “Nominations’ History” tab). In both tables, users can change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

Commission: FAI Aeromodelling Commission

✓ Processed Status
⚠ Created/Changed Status
ⓘ Submitted Status
✗ Reviewed Status

[New Nomination](#)
[Officials](#)
[Nominations' History](#)

Show entries Search:

Name	Role	From	To	Status
	Technical Expert RC Aerobatics	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓

Showing 1 to 4 of 4 entries

Commission: FAI Aeromodelling Commission

✓ Processed Status
⚠ Created/Changed Status
ⓘ Submitted Status
✗ Reviewed Status

[New Nomination](#)
[Officials](#)
[Nominations' History](#)

Show entries Search:

Nomination Batch	Nomination Status	Name	Role	From	To	Status
2018-11-15	✓		Technical Expert Education	2011-12-31	2019-12-31	✓
2018-11-15	✓		Technical Expert Electrics	2011-12-31	2019-12-31	✓
2018-11-15	✓		Technical Expert F1	2011-12-31	2019-12-31	✓
2018-11-15	✓		Technical Expert RC Aerobatics	2011-12-31	2019-12-31	✓
2018-11-15	✓		Judge F3 RC Aerobatics F3A - F3P	2011-12-31	2019-12-31	✓
2018-11-15	✓		Judge F3 RC Aerobatics F3A - F3P	2011-12-31	2019-12-31	✓
2018-11-15	✓		Judge F3 RC Helicopters F3C	2011-12-31	2019-12-31	✓
2018-11-15	✓		Judge F3 RC Helicopters F3C	2011-12-31	2019-12-31	✓
2018-11-15	✓		Judge F4 Scale All	2011-12-31	2019-12-31	✓
2018-11-15	✓		Technical Expert Scale	2011-12-31	2019-12-31	✓

Showing 21 to 30 of 127 entries

During a valid nomination period NACs can nominate Aeromodelling (CIAM) Judges and Technical Experts. This is usually done in autumn before 15 November of each year, and is intended to be nominations for next year’s activity.

4.1.1. Nomination Step 1: Start New Nomination

During a valid nomination period, click the “Start new nomination” button.

Commission: FAI Aeromodelling Commission

Processed Status Created/Changed Status Submitted Status Reviewed Status

Officials Nominations' History

Show 10 entries Search:

Copy Excel CSV PDF

Name	Role	From	To	Status
	Technical Expert RC Aerobatics	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓
	Judge F3 RC Aerobatics F3A - F3P	2020-01-01	2020-12-31	✓

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Then the following form will be displayed, where the user needs to define the validity period for every nomination that will follow. The starting and ending date of the next year will be selected by default.

Commission: FAI Aeromodelling Commission

Start new nomination

Nomination Batch * 2020-03-13

Validity Period

From * 2021-01-01 To * 2021-12-31

Start Cancel

After pressing the “Start” button the “New Nomination” tab will be shown and all nominations from the previous year will be pre-copied with the new validity period.

Commission: FAI Aeromodelling Commission

✔ Processed Status
⚠ Created/Changed Status
⚠ Submitted Status
✖ Reviewed Status

[New Nomination](#)
[Officials](#)
[Nominations' History](#)

Nomination Batch: 2020-03-13
Status: Created

Validity Period: 2021-01-01 / 2021-12-31

+ Add Judge/Tech Expert
➡ Submit for Process

Show entries Search:

Name	Valid To	Status
▲	2021-12-31	⚠
Role	From	To
Judge F3 RC Aerobatics F3A - F3P	2021-01-01	2021-12-31
Technical Expert RC Aerobatics	2021-01-01	2021-12-31
▼	2021-12-31	⚠
▼	2021-12-31	⚠

Showing 1 to 3 of 3 entries First Previous 1 Next Last

All nominations and changes to nominations will not be valid until processed/approved by FAI office. Processed entries are shown with a green icon  , created and changed entries are shown with a yellow icon  , submitted entries are shown with a blue icon  and entries with status reviewed (entries that were not approved by FAI) are shown with a red icon  . Every change also generates email to the user entering the data and mail notifying FAI office of the entry/change.

By clicking the “Delete” button  a nomination can be deleted. Or by clicking the “Edit” button  the validity period of the selected nomination can be changed.

Role	From	To	Comment	Status
Judge F3 RC Aerobatics F3A - F3P	<input type="text" value="2021-01-01"/>	<input type="text" value="2021-12-31"/>		⚠  
Technical Expert RC Aerobatics	2021-01-01	2021-12-31		⚠  

4.1.2. Nomination Step 2: Find or register official.

To add a new nomination for a judge or technical expert the “Add Judge/Tech Expert” button should be clicked.



The first step is to search for the name of the person in the database. This is done by entering the name or part of the name in the search box and click Search. If it is one of the current officials the “Add” button can be clicked to manage that person’s roles. 

Commission: FAI Aeromodelling Commission

Search by person name

Last Name	First Name	Active	Suspended	
-	-	✓	-	
-	-	✓	-	
-	-	✓	-	
-	-	✓	-	
-	-	✓	-	
-	-	✓	-	

If the person to be nominated is not listed and not found by search, then the person has to be registered.

4.1.2.1. Register new official

To register a person not found in the system the user has to click the bottom “Not Found? Add New Person” on the search page.

Not Found? Add New Person

The following form will be displayed, where fields marked with an asterisk (*) are mandatory. When the person details have been entered and “Insert” button is clicked, then the person is saved in the system. The next step is to enter the roles of the person.

New Judge/Tech Expert

Personal Data

First Name * <input type="text" value="First Name"/>	Last Name * <input type="text" value="Last Name"/>
Email * <input type="text" value="Email"/>	Middle Name <input type="text" value="Middle Name"/>
Gender * <input type="text" value="Male"/>	Birth Date <input type="text" value="Birth Date"/>
Nationality * <input type="text" value="Japan"/>	Residency * <input type="text" value="Japan"/>
Picture <input type="button" value="Choose File"/> No file chosen	

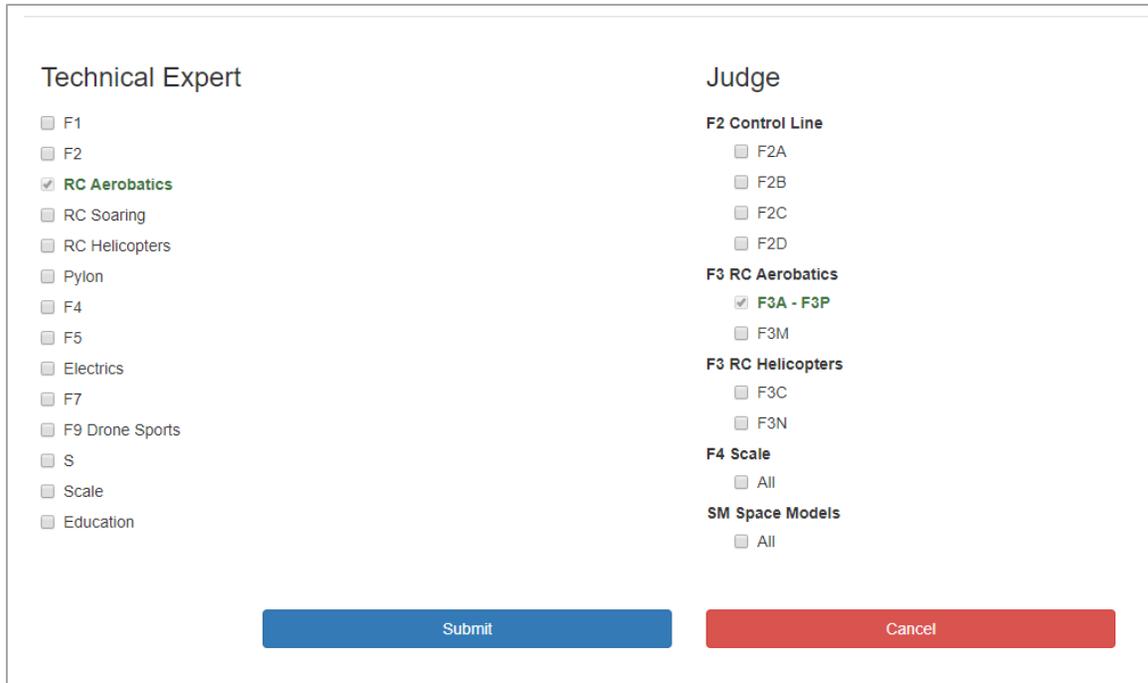
Contact Details

Phone <input type="text" value="Phone"/>	Mobile <input type="text" value="Mobile"/>
Email * <input type="text" value="Email"/>	Skype <input type="text" value="Skype"/>
Contact <input type="text" value="Contact"/>	
Comments <input type="text" value="Comments"/>	

4.1.3. Nomination step 3: Enter roles for the selected official

After selecting the “Add” button  , a form with all available roles will be displayed. To add nomination as Technical Expert or as Judge the relevant checkbox can be checked or unchecked. If there are already roles added to the selected person, for the current nomination, they will be shown with a green fond and as already checked.

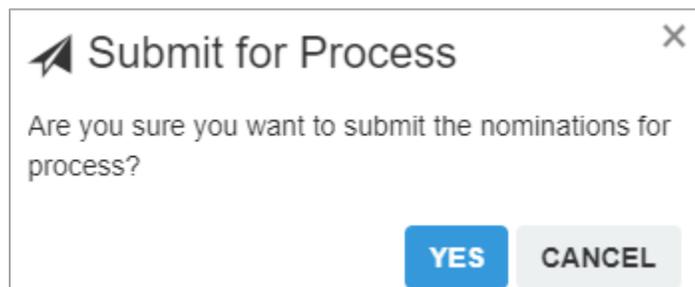
The Select for Subcommittee is managed by FAI.



The screenshot shows a form with two columns of checkboxes. The left column is titled "Technical Expert" and lists various categories: F1, F2, RC Aerobatics (checked and highlighted in green), RC Soaring, RC Helicopters, Pylon, F4, F5, Electrics, F7, F9 Drone Sports, S, Scale, and Education. The right column is titled "Judge" and lists categories: F2 Control Line (with sub-items F2A, F2B, F2C, F2D), F3 RC Aerobatics (with sub-item F3A - F3P checked and highlighted in green), F3 RC Helicopters (with sub-items F3C, F3N), F4 Scale (with sub-item All), and SM Space Models (with sub-item All). At the bottom of the form are two buttons: "Submit" (blue) and "Cancel" (red).

4.1.4. Nomination step 4: Submit for process

As soon as the user adds the nominations he has to click on the “Submit for Process” button.



When FAI processes the nominations, another email is sent to the NAC confirming the processing of the entries. If there are nominations send back for review, the list shows similar to the following screen. In that case the NAC, has to make the corresponding changes and resubmit the nomination batch.

The screenshot shows the FAI web interface for Role Nominations. The top navigation bar includes 'Licenses', 'Athletes', 'Role Nominations' (selected), 'Officials', 'License Template', and 'Request User'. The user is logged in as 'Test User (Japan Aeronautic Association)'. The main content area displays 'Commission: FAI Aeromodelling Commission' and a status bar with icons for 'Processed Status' (green check), 'Created/Changed Status' (yellow warning), 'Submitted Status' (blue triangle), and 'Reviewed Status' (red X). Below this are tabs for 'New Nomination' (selected), 'Officials', and 'Nominations' History'. The central text indicates 'Nomination Batch: 2020-03-11' and 'Status: Review'. The validity period is '2021-01-01 / 2021-12-31'. Two buttons are visible: '+ Add Judge/Tech Expert' and 'Submit for Process'. A table below shows a list of nominations with columns for Name, Valid To, and Status. The table has 8 rows, with 5 showing 'Reviewed Status' (red X) and 2 showing 'Processed Status' (green check). A search bar and a 'Show 10 entries' dropdown are also present.

Name	Valid To	Status
▼	2021-12-31	Reviewed Status (X)
▼	2021-12-31	Reviewed Status (X)
▼	2021-12-31	Reviewed Status (X)
▼	2021-12-31	Reviewed Status (X)
▼	2021-12-31	Processed Status (✓)
▼	2021-12-31	Processed Status (✓)
▼	2021-12-31	Reviewed Status (X)

When all nominations have been processed, the “New Nomination” tab will be removed and the user will be able to see the new nominations under the “Nominations’ History” tab.

During a valid nomination period a user can create and submit a new nomination batch multiple time.